



**DEPARTMENT OF THE TREASURY  
DEPARTMENTAL OFFICES  
CAREER OPPORTUNITY**

***Public Affairs Specialist, GS-1035-13***  
**Career or Career-Conditional Appointment**

**This announcement is a solicitation for applications from all sources.  
No prior civil service is required.**

**VACANCY ANNOUNCEMENT NUMBER  
2004-037VCJ**

The Office of Personnel Resources will be accepting applications for this position from **January 22, 2004** through **February 19, 2004**. All applications must be received by **February 19, 2004**.

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A full time (40 hours per week) position is available for a **Public Affairs Specialist** in the organization of **Community Development Financial Institutions Fund (CDFI Fund)**. The Fund is charged with promoting economic revitalization and community development primarily through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

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The Public Affairs Specialist position includes duties and responsibilities that involve assisting the Public and Legislative Affairs Manager with all aspects of the Public and Legislative Affairs unit, specifically including designing, development and production of all graphical printed and electronic publications for the Fund; developing, planning, coordination, and execution of Fund workshops, meetings and events, and outreach; serves as resource to other staff at the Fund; plays integral role in the planning, development, and implementation of special events, up to and including special ceremonies involving the President, the Secretary of the Treasury, and the Fund Director; and other related duties in concert with the Public/Legislative Affairs Manager.

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The Fund is located in the heart of downtown Washington, D.C. at 601 13<sup>th</sup> Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

Additional information is provided on the reverse side of this announcement for Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.

A copy of this vacancy announcement is also available through OPM's web site at [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or Treasury's web site at <http://intranet.treas.gov/sites/tvas>.

Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.

**BENEFITS:** ~ Salary \$70,519 - \$91,672 ~ 10 Paid Holidays ~ Paid Annual & Sick Leave ~  
~ Federal Employees Retirement Plan ~ Health/Life Insurance ~ Incentive Awards ~  
~ Thrift Savings Plan (Similar to 401K plans)

**APPLICATION PROCEDURES:** ~ In order to assist you in preparing your application package, instructions and a checklist are included with this announcement.

**QUALIFICATION REQUIREMENTS** ~ In accordance with the Office of Personnel Management's Group Coverage qualification standard for Administrative and Management Positions, dated 3/99, all candidates must possess one year of specialized experience. Specific examples of experience creditable as "specialized" is included below.

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**Status candidates** who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

**Employment of People with Disabilities:** The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans Employment Act of 1998:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**Specialized Experience:** Specialized experience is experience which provides the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes, without limitation,

- Mastery of desktop publishing software, techniques, and use.
- Skill in developing and presenting written materials to convey information about complex programs to a variety of audiences within the public and private sector.
- Skill in the preparation and use of photographs, and other artwork, charts, diagrams, maps, PowerPoint slides, overhead slides and other kinds of visual material for use in communicating information through visual means.
- Skill in planning, organizing, directing and coordinating the communication of CDFI Fund's educational information and activities through the use of news products including print, Internet and imagery; developing and executing media events such as press conferences, interviews, and roundtables; and developing printed and electronic materials for the dissemination of information regarding the Fund.

**Basis for Rating:** Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

**Rating Factors:**

1. Knowledge and/or experience relevant to the development finance industry, the CDFI field and CDFI Fund programs.
2. Ability to manage multiple projects, coordinating diverse resources, and providing follow-up by working with other staff, constituents and stakeholders.

3. Written and oral communication skills, with demonstrated experience in program marketing and promotion; as well as ability to utilize current software and automated technology tools within the public affairs arena.
4. Analytical and problem solving skills. Provide examples of how these skills were used in completing difficult assignments within the public and/or private sector, with relevance to public affairs.
5. Demonstrated skill or experience in developing and managing the logistics for special events and organizational participation in conferences, to include invitation design, contracting for venue, registration, exhibit booth set-up, etc.

**Non-status candidates** are those applicants who have been appointed to a permanent position in the competitive service. Upon request from the selecting official, all non-status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

**Time-in-Grade:** Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

**Application Procedures:** In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package. All **REQUIRED** information must be received or you will not receive full consideration for this position. Application packages may be mailed to: **Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, Washington, DC 20220**. Applications sent in government postage paid envelopes **WILL NOT** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted.

**Note for CTAP/ICTAP Eligibles:** Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area that are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area that are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

This position has been designated noncritical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

**Financial Disclosure:** The applicant selected for this position may be required to complete a financial disclosure form.

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**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NONAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.**

## APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

### JOB INFORMATION

- ☐ \*Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. *(You will not be considered for jobs which pay less than you indicate.)*
- ☐ \*Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." *(Status applicants only.)*

### PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address *(with ZIP Code)*
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers *(with area code)*
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

### WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. *(Include title, grade & series if applicable)*
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

### OTHER QUALIFICATIONS

- ☐ **Job-related** skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with

computers, speaking other languages, public speaking, membership to professional orgs.)

- ☐ **Job-related** qualifications must be described

- ☐ **Job-related** certificates & licenses *(current only)*

- ☐ **Job-related** training courses *(title and year)*

- ☐ Rating factors identified on the previous page. *(Factors may be addressed on bond paper.)*

### INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

### PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

### EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours.)
- ☐ \*College transcripts. *(If applicable)*